



949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Utilities Infrastructure Manager

Department/Division:	Public Works / Utilities
Salary: \$29.8928/hr -	\$44.8392/hr Range: 47
Position Status:	Full Time Classified
FLSA Status:	Exempt
Closing Date:	November 30, 2016
Job #:	11-2016-003

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Provides general leadership and supervision for the day-to-day operations and maintenance tasks performed by County field crews or County contractors for the Water/Wastewater Utilities Division. This is an advanced level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations.

Essential Job Functions:

- Supervises all operations personnel and operations/maintenance contractors, provides instruction and training for employees; makes independent decisions related to operational tasks, events and responsibilities; plans and assigns work to all operations personnel; coordinates with utilities engineer on scope of capital improvements and repairs needs; monitors expenses for compliance with budgetary limits; enters and monitors material and equipment requisitions for compliance with budget and procurement limitations; evaluates and approves/disapproves leave requests; approves timesheets; checks final work to ensure compliance with established policies and procedures; recommends the hiring of new employees; recommends the promotion of employees; recommends salary increases for employees; recommends disciplinary action; assists in the resolution of grievances and/or complaints; provides feedback on work performance for employees; completes performance evaluations for employees; drafts and implements policies and procedures; assists in budget preparation and implementation
- Under general supervision by the Utilities Director, provides general leadership and supervision for the day-to-day operations and maintenance tasks performed on all County Water Utilities facilities, by County field crews or County contractors.
- Monitors water and wastewater facilities for compliance with applicable state and federal regulations; manages collection and transfer of water samples to laboratory, reviews and reports on results; directs revisions, adjustments and addition of operations and processes.
- Verifies that these tasks are completed in accordance with local, state and federal regulations

- Provides project management for projects involving the installation of potable water, raw water, and wastewater.
- In coordination with the Utilities Director, or the director-assigned Utilities Engineer, provides leadership in the scoping and field verification of projects involving the installation and repair of water and wastewater infrastructure performed by County's work force or County's contractors
- Coordinates utility-related activities with other local government entities, as well as state and federal agencies
- May perform as the acting Utilities Director in his/her absence.

Knowledge / Skills :

- Demonstrated extensive knowledge in the operation and management of water and wastewater utilities
- Demonstrated knowledge and skills applicable to supervision and leadership of personnel in water and wastewater operations
- Demonstrated skills in the management of utility customers, customer concerns and customer communications
- Demonstrated knowledge and understanding of water production, transmission and distribution systems and processes
- Knowledge of wastewater collection, treatment/water reuse systems and processes
- Thorough knowledge of the principles and practices of materials, tools and equipment used in construction, start up and operations of water and wastewater facilities
- Knowledge of cost determination techniques
- Knowledge of office equipment, including computers, software applications for water and wastewater operations, including word processing, and spreadsheets
- Knowledge of project management methods and techniques
- Knowledge of applicable laws and regulations
- Ability to demonstrate his/her ability to communicate effectively verbally and in writing
- Ability to provide directives and leadership to other technical staff within or without the County
- Ability to obtain and organize technical information related to engineering projects
- Ability to be self-motivated and motivate others into cooperative work
- Ability to organize and keep complex records on multiple projects and tasks

Minimum Qualifications

- Bachelor's degree in engineering, biological sciences, or other technical fields, plus an additional seven (7) years of experience in water and wastewater operations, water or wastewater utility operations, regulatory enforcement/compliance, infrastructure project management, with at least five years in supervisory/management positions. Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience.
- Must possess New Mexico Level II water and wastewater operator (dual) certification or the recognized state equivalent of the New Mexico Level II water and wastewater operator (dual) certifications. If lacking and as a condition of employment, candidate shall be required to obtain a New Mexico Level II water and wastewater certification within one (1) year from date of hire. Failure to obtain New Mexico Level II water and wastewater certification within one (1) year from date of hire will result in termination from the position. As a condition of employment, candidate shall be required to obtain a New Mexico Level III water and wastewater certification within two (2) years from date of hire and shall be required to obtain a New Mexico Level IV water and wastewater certification within four (4) years from date of hire. Failure to obtain a New Mexico Level III water and wastewater certification within two (2) years from date of hire and to obtain a New Mexico Level IV water and wastewater certification within four (4) years from date of hire will result in termination from this position.

Working Conditions:

Work is performed in both an office setting and outdoors in varied weather conditions and within construction zones. Response to emergency conditions may be required. Field work may be required. Weekend work may be required. Medium-frequency travel out of town shall also be required.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**